



HM Courts &  
Tribunals Service

County Court Business Centre  
Online Civil Money Claims  
St. Katharine's House  
21-27 St. Katharine's Street  
Northampton  
Northamptonshire  
NN1 2LH

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Mrs. Mary Richards  
Flat 3A  
Street 1  
Middle Road  
London  
SW1H 9AJ

Dear Mary Richards

We've attached a court order to this letter which tells you the actions you must take before the hearing, for claim number 292MC647

You must read the order and do what it tells you by the deadline. If you don't, your claim or defence will be cancelled.

### **Help and support**

Telephone: 0300 123 7050  
Monday to Friday, 9am to 5pm  
Find out about call charges: <https://www.gov.uk/call-charges>  
Email: [moneyclaims@justice.gov.uk](mailto:moneyclaims@justice.gov.uk)

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